



EVENTS MANAGEMENT OFFICE
REQUEST FOR THE USAGE OF THE LED SCREEN WALL

Date: _____

Requesting Party/Department: _____

Contact Person: _____

Contact Number: _____

Event/Purpose: _____

Location: _____

Date of Activity: _____

A. Guidelines for the Use of LED Screen for University/Requested Activities

I. Purpose and Scope

These guidelines outline the procedures and standards for using the LED screen for university-related and requested activities, ensuring its effective and responsible operation. These guidelines apply to all students, faculty, staff, and external organizations seeking to utilize the LED screen.

II. General Guidelines

- 1. **Content Submission:**
 - All content intended for display on the LED screen must be submitted at least 3 business days before the scheduled display date.
- 2. **Content Standards: Content displayed on the LED screen must:**
 - Be clear, concise, and easily readable from a distance.
 - Be relevant to the target audience and purpose of the display.
 - Not contain any offensive, discriminatory, or inappropriate material.
 - Comply with all applicable laws and regulations, as well as the university's code of conduct.
 - Promote a positive and inclusive university environment
- 3. **Technical Requirements:**
 - Content must be submitted in the correct format and resolution as specified by the LED screen operator.
 - Failure to meet technical requirements may result in the content being rejected or delayed.
 - The MIS Department will assist with content formatting if needed.
- 4. **Scheduling:**
 - Priority may be given to official university events and announcements.
 - Users are encouraged to submit their requests well in advance to secure their desired display times.
- 5. **Fees:**
 - The use of the LED screen may be subject to fees for external organizations or commercial activities.
 - The fee structure will be communicated to users upon request.
- 6. **Liability:**
 - The user is solely responsible for the content they submit for display on the LED screen.
 - The requestor is liable for the payment or repair of the LED screen if it is damaged or destroyed during their usage.
 - The university and LED screen operator will not be held liable for any damages or losses arising from the content displayed, except in cases of negligence on their part.

IV. Transport, Set-up, Operations and Return

- **Coordination:** The requesting party shall coordinate with both the GSO and MIS for the transport, set-up, and operations of the LED wall.
- **Approval:** Any request for the transport and set-up of the LED wall panel must still be approved by the GSO Director using the provided "Request for Transport and Set-up of LED Wall Panel" form
- **Technical Assistance:** Any request for technical assistance in the use of the LED panel must be directed to the MIS Director using the provided "Request for Technical Assistance - LED Panel" form.

- **Return:** The LED wall shall be returned to the Events Management Office on the agreed return date specified in the "Request for Transport and Set-up of LED Wall Panel" form

V. Power Source

- **On-Campus Usage:** The university will provide the necessary power source for LED wall usage within the university premises.
- **Off-Campus Usage:** For usage outside the school campus, the requestor must identify and secure a power source with a capacity of not less than 30 amp load. The requestor is responsible for all costs associated with securing and utilizing this power source.

VI. Violations and Penalties

- Failure to comply with these guidelines may result in:
 - Rejection or removal of content from the LED screen.
 - Suspension or revocation of the user's access to the LED screen.
 - Other penalties as deemed appropriate by the university administration.

VII. Amendments

- These guidelines may be amended from time to time by the university administration.
- Users will be notified of any changes.

B. Request for Transport and Set-up of LED Wall Panel

Transport Date: _____
Set-up Date: _____
Set-up Time: _____
Removal Date: _____
Removal Time: _____

Noted:

Endorsed:

CHRISTIAN P. ASPILAN
AO I- GSO

JAYSON A. OMAWENG
GSO Director

C. Request for Technical Assistance - LED Panel

Nature of Assistance Required:

- ☐ Troubleshooting (Please describe the issue): _____
- ☐ Content Formatting (File type, resolution, etc.)
- ☐ LED Panel Operation
 - Date: _____
- ☐ Other/s: _____

Endorsed:

GEOFFREY ALVIN L. TICANGAN
MIS Director

Approved for Usage:

CAROLYNE DALE CASTAÑEDA-IGUID
Events Management Coordinator